

Policy Title: Facility Operating Procedures

Scope: Each facility operated by the Department of Mental Health shall establish and follow policies outlining the facility's method of operation.

Purpose: To ensure that the Board and the Department of Mental Health fulfill its obligations set out in Section 41-4-7(c) of the Miss. Code of 1972 and state and federal regulations and to ensure all facility staff are aware of the relevant regulations and procedures in the daily operating of the facility, it shall be the policy of the Board of Mental Health that operating procedures of each facility be established.

Procedure: The following shall be the procedure for development and approval of these operating procedures.

I. Name

The operations of the facilities shall be delineated in manual form and shall be entitled:

North Mississippi Regional Center Policy and Procedure Manual

North Mississippi State Hospital Policy

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and Procedure Manual

Boswell Regional Center Policy and
Procedure Manual

Hudspeth Regional Center Policy and
Procedure Manual

Ellisville State School Policy and
Procedure Manual

South Mississippi Regional Center Policy
and Procedure Manual

South Mississippi State Hospital Policy
and Procedure Manual

Mississippi State Hospital Policy and
Procedure Manual

East Mississippi State Hospital Policy
and Procedure Manual

Central Mississippi Residential Center
Policy and Procedure Manual

Juvenile Rehabilitation Center Policy and
Procedure Manual

Specialized Treatment Facility for
Emotionally Disturbed Policy and
Procedure Manual

II. Content

A committee known as the Policy and Procedure Manual Committee, appointed by the Executive Director, shall select a standard format to be utilized in all manuals and a standard outline of topics to be addressed in each manual.

III. Development

Each facility shall establish an internal committee to develop and review that facility's Policy and Procedure Manual.

The facility director shall review and approve the content of the Policy and Procedure Manual.

IV. Review

Each facility's manual shall be reviewed for amendments at least every two (2) years.

Recommendations from a facility's internal committee to the Policy and Procedure Manual Committee concerning recommended changes in format or content shall be made at least three (3) months prior to the review date.

V. Dissemination

Copies of the Policy and Procedure Manual shall be provided to all appropriate staff as determined by the facility director.

Information contained in the manual shall be provided to other staff as determined appropriate by the facility director.

The Executive Director shall retain a current copy of each facility's Policy and Procedure Manual.

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02/01/92
07/30/94
11/21/96
12/20/98
02/21/01
09/27/03